



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
2107 17TH STREET, SUITE 69  
FORT SAM HOUSTON, TEXAS 78234-5069

MCAA-PARC (715)

21 May 99

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Past Performance Information Collection,  
Policy Letter 99-01

1. Reference:

- a. AFARS 42.15, Contractor Performance Information
- b. Acquisition Letter (AL) 98-1, Change 2, Contractor Performance Information
- c. Memorandum, HQDA, SARD-PI, subject: Contract Performance Information Acquisition Letter (AL) 98-1, Change 2, (Encl 1)

2. Purpose. Provide guidance necessary to ensure uniform implementation in collection of contractor performance information consistent with Army directives.

3. Policy. Contracting Officers will ensure performance information is collected, disseminated, and stored in compliance with applicable law, regulation, and policy.

4. General. Collection and storage of contractor performance information will be accomplished using the Army system identified as the Past Performance Information Management System (PPIMS).

Procurement personnel will refer questions or concerns relating to collection of contractor performance information to the Medical Command Acquisition Activity PPIMS Administrator (PPIMSA) or the alternate (Encl 2). Each Regional Contracting Office and Center, will designate a site administrator and provide the name, telephone number and e-mail address to the PPIMSA.

5. Procedures and Responsibilities.

- a. Site Administrators will:
  - Provide e-mail notification to the PPIMSA when new accounts are requested. Notification shall include a (brief) justification to support the requestors need for PPIMS access.
  - Perform remedial training within their region as necessary.
  - Provide e-mail notification to the PPIMSA when accounts are no longer required.

- Perform other duties necessary for the efficient and effective use of PPIMS.

b. Evaluators will:

- Provide the raw input that will be used to factually support the ratings established by the Assessing Official. Input may be provided through PPIMS or other means acceptable to the Assessing Official. The Evaluators may be (but are not restricted to) Purchasing Agents, Contract Specialists, Contracting Officer Representatives, Program Managers, or end user of the product or service provided.

- Collect and maintain historical records that support the input provided to the assessing official. Such records will be included in the official contract file. Provide these records to the Reviewing Official/Resolution Authority in the event the Contractor disputes the Assessing Official's ratings.

- Be knowledgeable of the Contractor's performance in the area(s) for which they are tasked to provide input.

c. Assessing Officials will:

- Assume prime responsibility for an accurate assessment and timely reporting of performance information. The Assessing Official is the Administrative Contracting Officer (ACO) for all non-systems contracts. In the event of contract administration by multiple ACOs, each ACO will be responsible for performance information within their purview.

- Ensure performance information is properly captured in PPIMS when required.

- Ensure Evaluators are knowledgeable of the element(s) they are rating, and are in a position to observe the Contractor's performance.

- Ensure the contractor is aware when performance information will be collected. This may be accomplished by inclusion of appropriate provision(s) in the solicitation/contract. When a pre-performance conference is held, collection of contractor performance information should be discussed.

- When appropriate, ensure that periodic discussions are held between the Assessing Official, Evaluator(s), and Contractor to review contractor performance. When a Performance Assessment Report (PAR) is generated, the ratings should not be a surprise to the Contractor.

- Provide a copy of the PAR to the procurement analyst assigned to support the office for their review. Copy shall be provided concurrent with release to the contractor. PARs may be provided electronically or in paper form.

- Ensure the Contractor has an opportunity to review and comment on all PARs prior to release for source selection. If the PAR is provided to the Contractor electronically through PPIMS, the time period for the Contractor to comment shall begin when the Contractor electronically accesses the PAR. If the PAR is provided in paper form, or if the Contractor has not electronically accessed the PAR in a reasonable time (usually two weeks), the PAR shall be furnished the Contractor via certified mail, return receipt requested. A transmittal letter shall be used substantially as provided at Enclosure 3.

d. Reviewers will:

- Be thoroughly familiar with the rating criteria and ensure narratives support ratings given.

6. The Principal Assistant Responsible for Contracting is the Resolution Official.

7. Our point of contact is Mr. Ron Magee, U.S. Army Medical Command Health Care Acquisition Activity, DSN 471-3448 or Commercial (210) 221-3448.



Encls  
as

LINDA H. SMITH  
Principal Assistant Responsible  
for Contracting

DISTRIBUTION:

CHIEF, MEDCOM CONTRACTING CENTER  
CHIEF, GREAT PLAINS REGIONAL CONTRACTING OFFICE  
CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE  
CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE  
CHIEF, WESTERN REGIONAL CONTRACTING OFFICE  
DIRECTOR OF CONTRACTING, WALTER REED ARMY MEDICAL CENTER

CF:  
Cdr, HCAA



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20315-0103

09 APR 1999

SARD-PI

MEMORANDUM FOR HEAD OF CONTRACTING ACTIVITY,  
HEADQUARTERS, U.S. ARMY MEDICAL  
COMMAND, 2050 WORTH ROAD, FORT SAM  
HOUSTON, TX 78234-6000

SUBJECT: Contract Performance Information, Acquisition Letter (AL) 98-1,  
Change 2

I approve your request to deviate from the subject Army policy. Specifically, U.S. Army MEDCOM is approved to begin reporting contractor performance information, exceeding \$100,000 in the Army's "Past Performance Information Management System (PPIMS)" centralized database. This deviation approval will be reflected in the next update to Acquisition Letter 98-1.

Additionally, a case is being prepared for OSD's consideration to delete "Health Care" as a separate business sector. If this case is approved, the current threshold of \$100,000 for reporting health care would be raised. My point of contact will keep Mr. Ron Magee of your activity informed on the status of this case.

My point of contact is Ms. Susan Erwin, DSN 681-9292 or commercial (703) 681-9292, or E-mail [erwins@sarda.army.mil](mailto:erwins@sarda.army.mil).

  
Thomas W. Colangelo  
Director, Procurement Initiatives

Printed on



Recycled Paper



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

U.S. ARMY MEDICAL COMMAND  
HEALTH CARE ACQUISITION ACTIVITY  
2107 17TH STREET, SUITE 69  
FORT SAM HOUSTON, TEXAS 78234-5069

MCAA-PARC (715)

27 Apr 99

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Designation of Primary and Alternate Past  
Performance Information Management System Administrators  
(PPIMS)

1. Reference:

- a. AFARS 42.15, Contractor Performance Information
- b. Acquisition Letter (AL) 98-1, Contractor Performance Information

2. The following individuals are designated as the Primary and Alternate PPIMS Administrators:

Primary: Mr. Ronald F. Magee  
210-221-4412  
[ronald\\_magee@smtplink.medcom.amedd.army.mil](mailto:ronald_magee@smtplink.medcom.amedd.army.mil)

Alternate: Mr. Ray Swan  
210-221-7259  
[ray\\_swan@smtplink.medcom.amedd.army.mil](mailto:ray_swan@smtplink.medcom.amedd.army.mil)

3. Point of contact is Ron Magee, 210-221-4412

LINDA H. SMITH  
Principal Assistant Responsible  
for Contracting

DISTRIBUTION:

CHIEF, MEDCOM CONTRACTING CENTER  
CHIEF, GREAT PLAINS REGIONAL CONTRACTING OFFICE  
CHIEF, PACIFIC REGIONAL CONTRACTING OFFICE  
CHIEF, SOUTHEAST REGIONAL CONTRACTING OFFICE  
CHIEF, WESTERN REGIONAL CONTRACTING OFFICE  
DIRECTOR OF CONTRACTING, WALTER REED ARMY MEDICAL CENTER

CF:  
Cdr, HCAA

Encl 2

<LETTER HEAD>

<ADDRESS BLOCK>

Dear <POC>:

Please review the enclosed <interim/final> Performance Assessment Report (PAR) and provide any comment you believe should be considered for the ratings given. Provide such comments within 30 calendars of receipt of this correspondence. Failure to provide comments within the designated timeframe will be taken as your agreement with the enclosed assessment. If you choose to provide comments, they will be considered before this assessment is finalized. I will provide you a copy of the final assessment.

This assessment is an evaluation of your performance under contract number <contract number, delivery/task order, description of service/product> for the period <start date> through <end date>. Once completed, this PAR will be available to Government for use in source selection evaluations in future acquisitions in which your firm participates. <It will be available for a period of three (3) years.> OR <It will be available for a period of three (3) years from the date of the final assessment at the end of your contract performance.>

Enclosure 2 provides the adjectival standards for each rating element against which your performance must be measured. To ensure fair and consistent treatment of you and other participants in future source selection evaluation, my ratings must strictly adhere to those standards. Please provide with your comments any information or data you wish me to consider that speak to those standards. You may provide your comments by any normal business process you choose. However, I prefer an electronic message in MS Word 97 format. Reply to:

If written response: <MAILING ADDRESS>

If electronic: <e-mail address>

Please address any questions regarding this evaluation to <POC/phone #>. If you wish to access other performance assessment reports that may exist on you firm, please contact OASA (RDA), ATTN: SARD-PI, 5109 Leesburg Pike, Suite 916, Falls Church, VA 22041-3201.

Sincerely,

Enc <Signature Block>  
1. Performance Assessment Report

Encl 3

## 2. Element Rating Standards